Gateway
User Guide

Form 4

ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES

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Getting Ready

Form 4 is the official ordinance that the fiscal body signs to formally adopt the budget. It is a single-page signature sheet, but it references and incorporates the budget figures on Forms 1 and 4B.

Form 4 is to be submitted electronically through Gateway. The Signed Ordinance that is generated as a result of Form 4 must also be submitted to the DLGF. For more information, see the section of this user guide titled, "Scanning and Uploading Your Form 4."
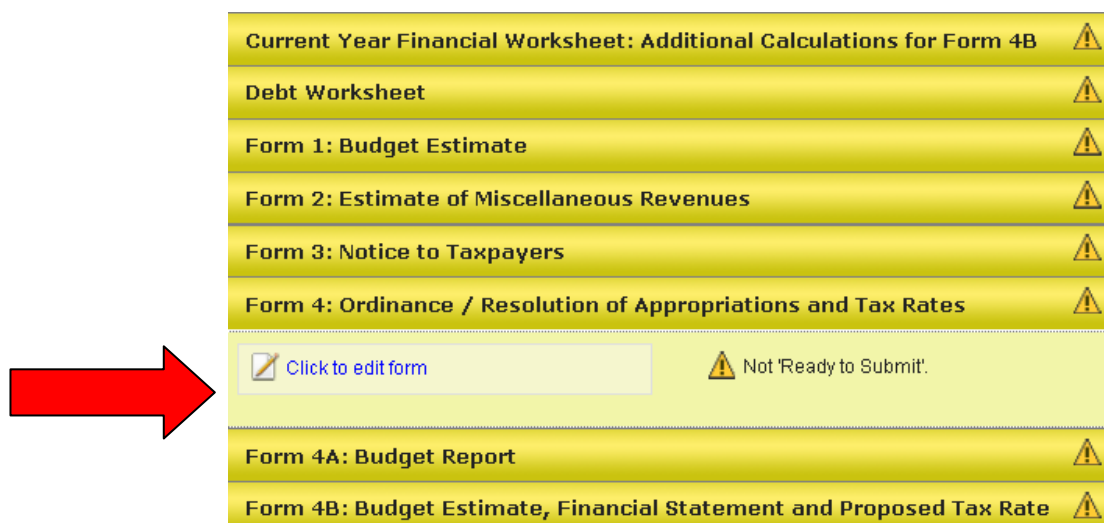
Accessing Form 4

First, navigate to the Budget Form Menu by selecting your unit and then clicking "View Forms, Enter and Edit Budgets."

From the Budget Form Menu, click on the link on the left side of the Form 4 box that says "Click to edit form." This will load the form.

Ensuring that Form 4 is Generated Correctly

The table on Form 4 will populate itself with all funds that have been added. The figures on Form 4 are automatically pulled from the Form 4B (adopted column) for the DLGF reviewed funds, while the adopted budget amounts can be pulled from Form 1 or manually entered for all home-ruled funds. Therefore, before filling the Form 4 amounts in, it is very important that Forms 1 and 4B adopted columns have been entered in Gateway.

Entering Data on the Form 4

The first field on this form is the Ordinance / Resolution Number. This is an optional field on the Form 4. If you have an ord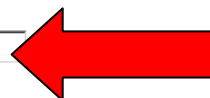inance / resolution number to enter, simply click in the box and type the number in. Please be sure to click save at the bottom of the form afterwards.

ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES ℹ️

Ordinance / Resolution Number: [_____] ⬅️

This Form is Invalid until all form values have been entered.

To complete the information in the paragraph at the top of the page, please select the "Enter Information into Paragraph Above" button on the left-hand side.

Be it ordained / resolved by the [No Adopting Unit Entered] that for the expenses of Blue Creek Township, Adams County for the year ending December 31, 2014 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Blue Creek Township, Adams County, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the [No Adopting Body Entered].

Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption

[Enter Information into Paragraph Above] ⬅️

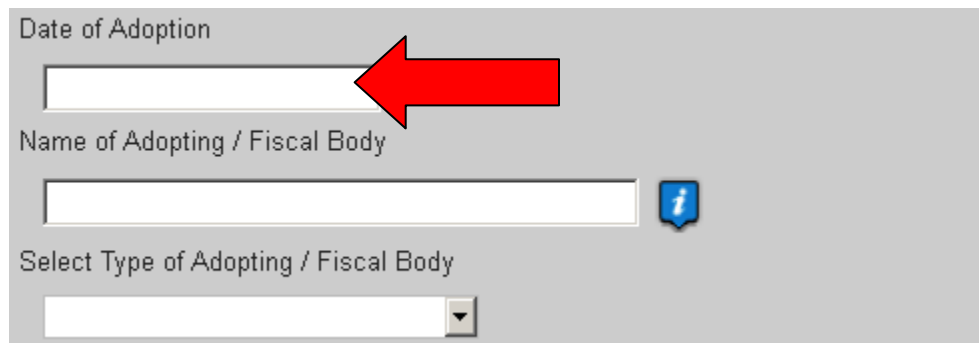Once you click "Enter Information into Paragraph Above" the below page will appear.

Input Paragraph Information
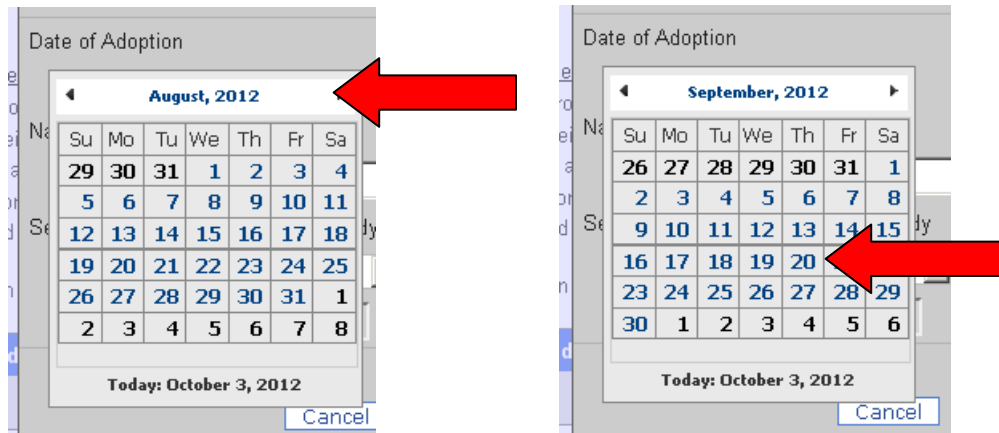
Date of Adoption
[_____]

Name of Adopting / Fiscal Body
[_____] ℹ️

Select Type of Adopting / Fiscal Body
[_____ ▼]
[_____]

Cancel   Update Record

The first field is the Date of Adoption.

Please click in the field beneath Date of Adoption. If your date of adoption is not in the current month, use the arrows to the left and right of the month to navigate to the correct month. Once you have the desired month selected, click on the date you will hold the adoption meeting.

Once you select the date of your adoption you will see it appear in the Date of Adoption box. Your next step is the "Name of Adopting / Fiscal Body" field. See the following example for Blue Creek Township.

Once you have entered the name of your adopting / fiscal body, you will need to select the type of adopting / fiscal body.

Once done, you will click "Update Record" to save the information you have entered into Form 4.

The next section breaks down the proposed adopted budget, tax levy and tax rate by fund. As illustrated below, this section displays these values for standard DLGF reviewed funds in the first table and also lists any added home-ruled funds in a second table. If you notice that you need to add or delete a fund, please visit the Adding, Deleting, and Connecting Funds and Departments user guide.

DLGF-Reviewed Funds

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	$	$	
0101	GENERAL	$	$	
0840	TOWNSHIP ASSISTANCE	$	$	
1111	FIRE	$	$	
0180	DEBT SERVICE	$	$	

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1023	9500	Example Home Ruled Fund	$	Edit

The DLGF Reviewed Funds section will automatically pull in the amounts from the Form 4B's adopted column. The Adopted Budget pulls from Line 1, the Tax Levy pulls from Line 16 and the Tax Rate pulls from Line 17. Any field not entered in the adopted column of Form 4B will become a zero amount after being saved. If an amount is blank or incorrect, please update the amount in the adopted column in Form 4B.

If your unit has any home-ruled funds added, they will display beneath the DLGF reviewed fund table. These amounts can be pulled from Form 1's adopted column for any and all home-ruled funds by clicking on the "Copy Home-Ruled Budgets from Form 1.

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1023	9500	Example Home Ruled Fund	$	Edit

Copy Home-Ruled Budgets from Form1

Home-ruled fund amounts can also be entered or edited manually by selecting the "Edit" button to the right of the fund. Please be sure to click "Update" to save any change to an amount.

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1023	9500	Example Home Ruled Fund	$ 15000	Update Cancel

Copy Home-Ruled Budgets from Form1

Please double check that the adopted amounts are correct in the section above. **The DLGF will consider the amounts listed on the signed, hard-copy Form 4 to be the official adoption of the fiscal body.**

We will now need to add the members that will vote to approve the budget. To do so you will need to enter their names one at a time.

DLGF-Reviewed Funds

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	$4,100	$0	0.0000
0101	GENERAL	$23,165	$0	0.0000
0840	TOWNSHIP ASSISTANCE	$9,135	$1,245	0.0023
1111	FIRE	$50,000	$5,000	0.5000

Home-Ruled Funds (Not Reviewed by DLGF)
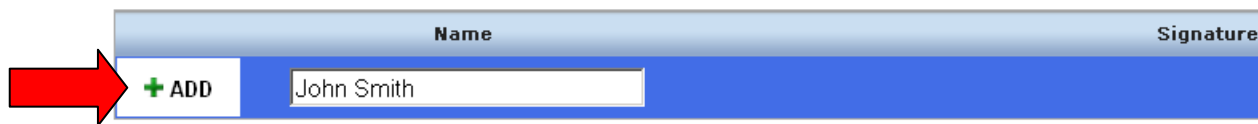
Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1023	9500	the home rule fund	$1,000	Edit

Copy Home-Ruled Budgets from Form1

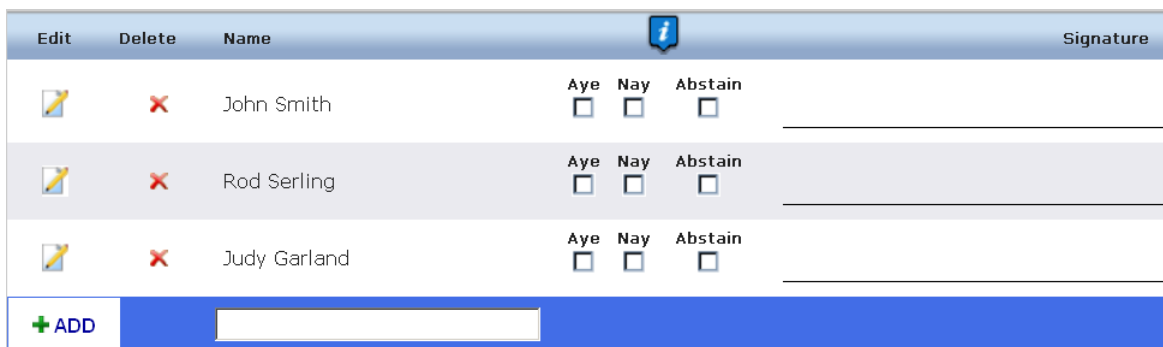**This Form is Invalid until at least one name for signature been entered.**

| Name	Signature
+ ADD	

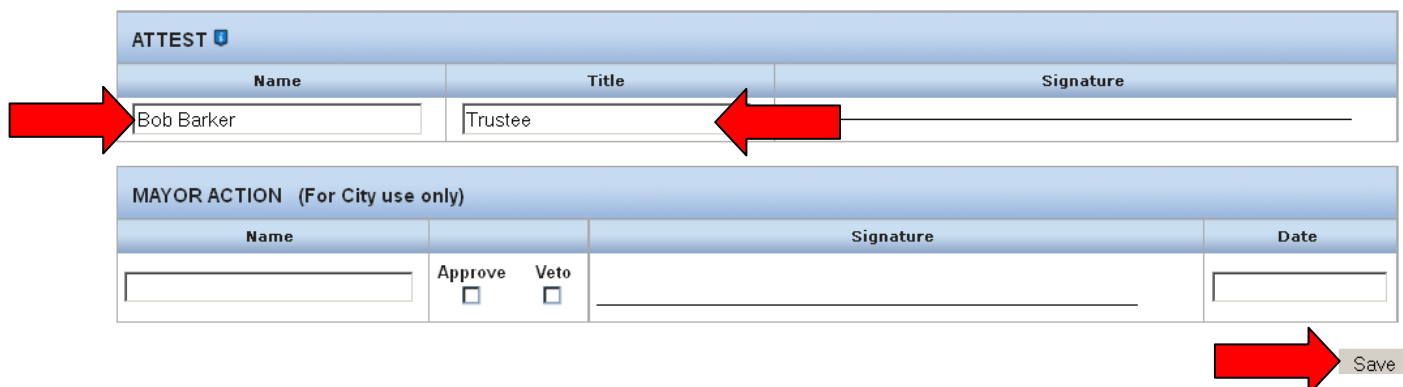Please enter a member's name and then click the "+ADD" button to save an entry.

Once you have added a name, simply repeat the process until all members are entered.

After all members have been entered you may want to complete the attest field. The attest field should appear on all printed Form 4's for all unit types except townships. If the attest field applies to your unit type, you will complete it by entering the name and title of the person attesting and then click "Save" on the bottom right-hand side of the page.
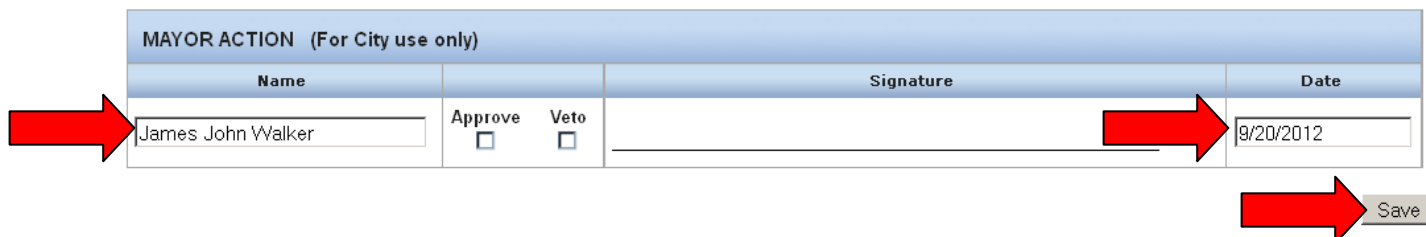

The last field, Mayor Action, will only apply to cities. To complete this field, type in the mayor's name and select the adoption date. To save the information you have entered please click "Save."

This concludes inputting the data for the Form 4.

Marking the Form "Ready to Submit"

At the bottom of Form 4 and all other forms you will notice the Ready to Submit status boxes. Before you complete the form you will notice a grey box that is titled Not Ready to Submit.

The budget forms now have a feature built in called validation. This does not allow the form to be marked as Ready to Submit, or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in previous years. Under a closer look, you will notice that the box states,

"You will be able to mark this form as 'Ready to Submit' once all underlined paragraph fields have been completed, all numbers entered are zero or greater and board members have been added to the form."

Once you have completed the Form 4, the yellow Ready to Submit option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box. You will not want to check this box until you have verified that the data in the Form 4 is correct. Users with editing and submission rights will both have the capability to mark the form as Ready to Submit.

Once this box is checked, the box will turn green and the form will now be marked as Ready to Submit. Form 4 can still be edited until it is submitted.

Viewing and Printing the Form

Printing the Form 4 is an important part of the budget process as it allows your board/council members to sign and adopt your budget. The Form 4 can only be printed after being marked as ready to submit. Once the Form 4 has been marked as ready to submit, you should notice the drop down menu on the top-left corner of the form that reads, "Click Here for Print/View Options." If this area still reads, "Print options only available once Form 4 is marked 'Ready to Submit,'" try saving or leaving the Form 4 and accessing it again.

Click on the drop down menu that states, "Click Here for Print/View Options."
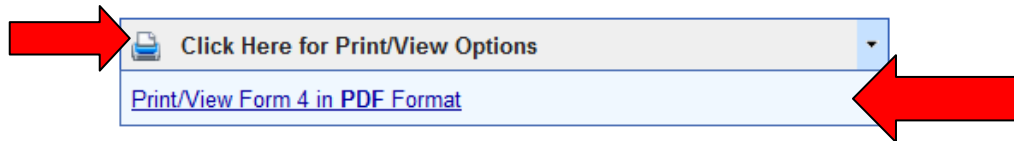
Then select, "Print/View Form 4 in PDF Format."

Once you see the page appear in a new window, simply click on the printer icon on the top left hand corner to print. You may also select the save icon to the right in order to save the form as a PDF which will also allow you to email a copy of your Form 4.

Scanning and Uploading your Form 4

Please note that you will need to scan and upload a signed copy of your Form 4 (and Proof of Publication) into Gateway. We apologize, but unfortunately we are no longer accepting submissions through fax, email, or mail.

You will first need to scan your signed Form 4 and save it in a location where you can find it. If you do not have a scanner you will need to locate someone with one. Local libraries and sometimes other officials such as County Auditors may offer assistance.

A list of Gateway Help Centers that have volunteered to serve as a resource can be found at http://www.in.gov/dlgf/files/2012_DLGF_Gateway_Help_Centers.pdf.

Once you have scanned your documents, click on "Submit Proof of Publication and Signed Form 4" on the Unit Main Menu.

You will now need to complete the fields below along with locating your file.

If you click on "Proof of Publication (Form 3), you will then be able to select, " Signed Budget Ordinance/Resolution (Form 4)."

You will then need to enter a description.

To locate the file, click on "Browse."

From here, select the appropriate location and then select the file. With the desired file highlighted, click "Open."
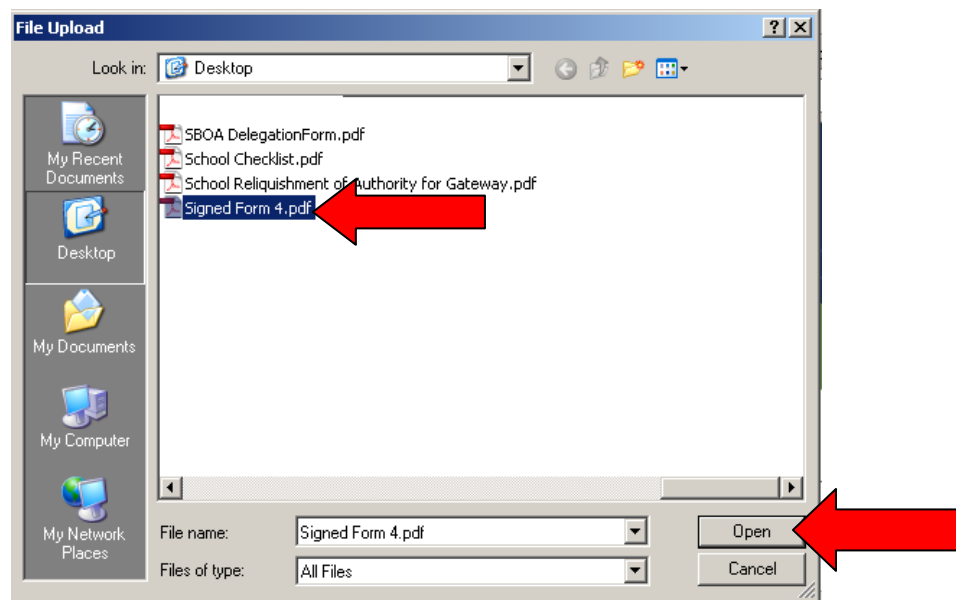
You will now notice the file path appear to the right of the browse button.

Your last step in uploading your signed Form 4 is to click the "Upload File" button.

Once successfully uploaded, you should see all uploaded files appear below. If you wish to verify that the correct document was uploaded, click on the blue underlined file name and this will open the uploaded file.

Publication File Name	File Type	File Description	File Upload Date	File Date 1	File Date 2
Signed Form 4.pdf	Signed Bgt. Ordinance/Resolution	Signed Ordinance	10-03-2012	9-20-2012	

Submitting the Form 4

Note that after Form 4 has been marked as Ready to Submit, Form 4 under the Budget Form Menu now shows a green submit option.

If you have completed your Form 4 and will not need to make any changes, you may click on the green "Click to submit completed form to DLGF" button. You will notice a pop-up box asking you if you are sure you want to submit this form. If you are ready to submit, simply press "OK."

As you will see below, Form 4 on the Budget Form Menu now appears green and you will only have the option to view the form.

You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the DLGF at gateway@dlgf.in.gov or at (317) 232-3777.

Congratulations! You have successfully submitted your Form 4 and uploaded your signed Form 4. Please see our other user guides for assistance with other forms.